

## **Historic, archived document**

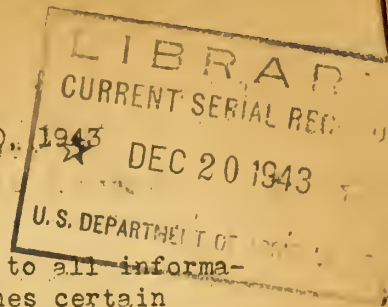
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Director of Information

November 30, 1943

Office of Information Memorandum No. 64



The attached OWI Regulation No. 8, effective November 30, applies to all information materials reproduced in Washington. The regulation establishes certain controls over paper used for public information. The Inter-Agency Committee on Publications, in clearing information materials, will judge each piece as to: (1) necessity of publication; (2) economy of format; and (3) economy of distribution.

Only those items which exceed the prescribed units and with certain exceptions, explained in Regulation No. 8, will be reviewed by the Inter-Agency Committee prior to printing or processing. However, the clearance officer for the Department must make a monthly report to the Inter-Agency Committee on all information materials cleared. A copy of each information item must be forwarded by the clearance officer to the Inter-Agency Committee for review when available.

Department Circular No. 16, Paragraph 5, requires heads of all agencies to make available to the Office of Information all material for duplicating in Photographic and Duplicating Service, in order that the Department may adhere to OWI Regulation No. 8, and (Par. 13) authorizes the Office of Information to establish procedure for carrying out the Department's responsibility under OWI Regulation No. 8. Printed material already clears through the Office of Information.

To provide orderly routing procedure and to facilitate handling manuscripts received in the Office of Information, the bureaus and agencies of the Department and the War Food Administration submitting material should be guided by the following plan, which is effective November 30.

CURRENT INFORMATIONPress Releases, Radio Talks, Addresses and Articles for Outside Publication:

Press releases should be handled as at present, going to the Press Service for clearance and issuance. Other items named above should be handled as indicated in Office of Information Memorandum No. 56. However, if such material is ordered for distribution beyond press or radio mailing lists, it will be referred to Distribution Control of the Office of Information.

PRINTED MATERIALS

Job Work: All requests for job work should continue to be submitted direct to the Printing Section.

Printed Department Periodicals: All manuscripts for printed Department Periodicals, after usual clearance, should be sent to Distribution Control which will forward through the Printing Section to the Government Printing Office.

Printed Publications (Bulletins, Circulars, Leaflets, etc.): If administrative material, the manuscript should be marked "Administrative" and sent to Distribution Control, which will transmit it immediately to the Editorial Section. It should be accompanied by Form Inf. 185 together with printing request.



If informational material, to appear in the regular format of the Farmers' Bulletin, Leaflet, or Technical Bulletin, and without extensive layouts or pictorial material, the manuscript should be sent to Distribution Control with a brief memorandum stating necessity, accompanied by Form Inf.-185, together with printing request.

If unusual format, or extensive layout or pictorial material is desired in a printed informational publication, the publication plan should be referred to the Assistant Director in charge of Publications for tentative clearance before considerable effort is put into preparation. The manuscript, when completed, should be sent to Distribution Control accompanied by Form Inf.-185, together with printing request.

Copy for offset printing at the GPO, together with the scheme of distribution, should be sent to Distribution Control before final clean copy is typed. Copy will be forwarded to the Chief of Publications for editorial review, and returned to the originating agency for typing of final copy. The agency then will forward the finished manuscript, with printing request, to Distribution Control where the final distribution scheme will be attached and both forwarded to the Printing Section.

All requests for reprints and purchase of material printed outside the Department should be sent to Distribution Control. Requests for reissue of current Department publications should be sent to Distribution Control accompanied by Form Inf.-185.

For the purpose of compliance with OWI Regulation No. 8, Distribution Control will obtain clearance with the Inter-Agency Committee on items requiring such clearance.

#### DUPLICATED MATERIALS

"Short order" Duplicating: Requests for short-order duplicating service will be handled as at present. However, two copies will be forwarded by Photographic and Duplicating Service to Distribution Control for the purpose of making the required report to the Inter-Agency Committee.

Duplicated Periodicals: If administrative material, these should be marked "Administrative" and sent, together with Form AD-72, to Distribution Control which will transmit them immediately to Photographic and Duplicating Service. If informational material, these should be sent to the Press Service for regular clearance, and when ready for duplicating after clearance should be sent, together with Form AD-72, to Distribution Control, which will record for reporting to the Inter-Agency Committee, and transmit to Photographic and Duplicating Service.

All Other Materials: If administrative material, these should be marked "Administrative" and sent together with Form AD-72 to Distribution Control which will transmit them immediately to Photographic and Duplicating Service.

If informational material, these should be sent to Distribution Control with Forms Inf.-185 and AD-72. For the purpose of compliance with OWI Regulation No. 8 Distribution Control will obtain clearance with the Inter-Agency Committee on items requiring such clearance.

Re-runs or Re-issue: Requests for re-runs or re-issue of duplicated items should be sent to Distribution Control accompanied by Form AD-72, and if informational, should also have Form Inf-185 attached.

GRAPHICS

Graphics means posters, placards, silk screens, mats, charts, cartoons and related materials, intended for popular use. The bureau or agency planning graphic material (except that for projection, such as motion pictures) should submit to the Assistant Director in charge of Publications and Graphics, rough-idea sketches and related material which will justify the production and the intended distribution, for tentative clearance before considerable effort is put into preparation. The completed copy, and printing requests and accompanying distribution schemes (Form Inf.-185) for graphics should be sent to Distribution Control. Requests for reissue of graphic material for popular use should be sent to Distribution Control together with Form Inf.-185. Approval required under OWI Regulation No. 7 will be obtained by this office.

J. K. McClarren, Executive Assistant, Publications and Distribution Control, is designated as clearance officer for the Department and the War Food Administration, with Bentley B. Mackay as alternate.

The Distribution Control Office is Room 459, Administration; telephone branches 3511, 3512, 3513.

This memorandum supersedes items 1 through 5 of Office of Information Memorandum No. 56, and all supplements thereto relating to routing of material.

*H. W. McLean*  
Acting Director of Information

2025

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